



**BOYNE CITY
AIRPORT ADVISORY BOARD
MEETING**

Thursday, June 23, 2016 at 5:30 p.m.
Terminal Building Lobby
Boyne City Municipal Airport
1040 East Main Street



*Scan QR code or go to
www.cityofboyne.com
click on board's
commissions for complete
agenda packets & minutes
for each board*

1. CALL TO ORDER & PLEDGE OF ALLEGIANCE
2. ROLL CALL
Excused Absences
3. READING AND APPROVAL OF MINUTES
Approval of the March 24, 2016, April 27, 2016 and May 10 meeting minutes
4. CORRESPONDENCE
5. CITIZENS COMMENTS (non-agenda items)
6. REPORTS OF OFFICERS, BOARDS AND STANDING COMMITTEES
7. UNFINISHED BUSINESS
 - A. Airport Pavement Markings
 - B. Runway distance markers
 - C. Airport Property Request
 - D. Model Aircraft/UAS Guidelines
 - E. Airport User Survey
 - F. Other
8. NEW BUSINESS
 - A. Hangar Inspections
 - B. Hangar availability for rent or sale
 - C. Vacancy on Board
 - D. July Meeting date (Mike out of town 7/28)
 - E. Other
9. GOOD OF THE ORDER
 - A. Fuel Price increased to \$4.33 per gallon as of June 15, 2016
10. ANNOUNCEMENTS
 - The next regular Airport Advisory Board meeting is scheduled for Thursday, July 28, 2016
11. ADJOURNMENT

Mission Statement:

- *To enhance the economy of Boyne City by providing a safe, inviting transportation alternative for citizens, manufacturers and visitors.*



Approved: _____

MEETING OF MARCH 24, 2016 **RECORD OF THE PROCEEDINGS OF THE REGULAR MEETING OF THE BOYNE CITY AIRPORT ADVISORY BOARD HELD MARCH 24, 2016**

CALL TO ORDER

Chair Schmidt called the meeting to order at **5:30 p.m.** followed by the pledge of allegiance.

ROLL CALL

Present: Richard Bouters, Jerry Schmidt and* Leon Jarema

ATTENDANCE

Absent: *Jim Kozlowski, * Larry Trumble, *Bud Chipman, Brian Harrington, Oral Sutliff, *Rod Cortright and Ed Hennessy
**Ex Officio Members*

Citizens: Lesley Pritchard and Ken Allen

Staff: Airport Manager/City Manager, Michael Cain

ADJOURNMENT

Due to not having a quorum present, the meeting was adjourned by Chair Schmidt at 5:35 p.m.

Richard L. Bouters-Secretary _____



Approved: _____

MEETING OF APRIL 27,
2016

RECORD OF THE PROCEEDINGS OF THE REGULAR MEETING OF THE
BOYNE CITY AIRPORT ADVISORY BOARD HELD APRIL 27, 2016

CALL TO ORDER

Chair Schmidt called the meeting to order at **5:30 p.m.** followed by the pledge of allegiance.

ROLL CALL
ATTENDANCE

Present: Richard Bouters, Jerry Schmidt,* Leon Jarema*Bud Chipman
Brian Harrington Oral Sutliff* and Rod Cortright

Absent:,* Jim Kozlowski * Larry Trumble and Ed Hennessy

**Ex Officio Members*

Citizens: Ken Allen

Staff: Airport Manager/City Manager, Michael Cain

EXCUSED ABSENCES

None

MOTION

APPROVAL OF MINUTES

Sutliff moved Harrington seconded PASSED UNANIMOUSLY to approve the minutes of **March 3, 2016** as written.

MOTION

CORRESPONDENCE

NONE

CITIZENS COMMENTS
(NON-AGENDA ITEMS)

NONE

COMMITTEES/REPORTS

NONE

UNFINISHED BUSINESS

- A. **Airport Pavement Markings:** The city is currently waiting for a price proposal from the company that will do line painting in the downtown.
- B. **Runway Distance Markers:** No new activity at this time.
- C. **Spring Safety Seminar:** A Safety Seminar presented by MDOT will be held in the Airport Terminal on May 12, 2016 at 6:30 p.m. All interested are welcome to attend.
- D. **General Utility Inspection:** Moved by **Sutliff seconded by Bouters PASSED UNANIMOUSLY** to hold a special Airport Advisory Board meeting on May 10, 2016 at 1:30 p.m. at the Airport Terminal to review the Airport Inspection results with Mike Borta of Qoe Consulting and Randy Collier from the MDOT Office of Aeronautics.

- E. Budget:** The new budget for the Airport will start on May 1, 2016.
- F. Airport Property Request:** No new activity at this time.
- G. Model Aircraft/UAS Guidelines:** With these guidelines currently in affect, the board will explore ideas for signage to be placed in appropriate locations outside the terminal. Discussion will take place at the May board meeting.
- H. Airport User Survey:** An Airport user survey has been distributed on the Airport web site as well as in the terminal. Additional distribution methods will be explored.
- I. Business After Hours – April 28, 2016:** The Chamber of Commerce Business After Hours event will be held in the Airport Terminal on April 28, 2016 from 5:30 p.m. to 7:30 p.m. A 50/50 Raffle will benefit the EAA Young Eagles program that offers free airplane rides to youth 8-17yrs old. A Young Eagles event is held each summer at the Boyne City Airport.

NEW BUSINESS

- A. Hangar Inspections:** Hangar inspections will take place in 2016 sometime around mid-July. Hangar tenants will be notified approximately 2 weeks prior to the inspection.
- B. Hangar availability for rent of sale:** The Airport manager indicated that a request regarding hangar rental availability along inquiry into building a hangar at the airport.

GOOD OF THE ORDER

ANNOUNCEMENTS

NEXT MEETING

MOTION

- A. Fuel price is \$4.11 per gallon as of April 25, 2016.**
- A. The next regular Airport Advisory Board meeting is scheduled for Thursday, May 26, 2016 at 5:30 p.m. in the Airport Terminal**

ADJOURNMENT

Chair Schmidt adjourned the Airport Advisory Board meeting at **6:03 p.m.**

Richard L. Bouters-Secretary _____



Approved: _____

**SPECIAL MEETING OF
MAY 10, 2016**

**RECORD OF THE PROCEEDINGS OF THE SPECIAL MEETING OF THE
BOYNE CITY AIRPORT ADVISORY BOARD HELD MAY 10, 2016**

CALL TO ORDER

Chair Schmidt called the meeting to order at **1:30 p.m.** followed by the pledge of allegiance.

**ROLL CALL
ATTENDANCE**

Present: Richard Bouters, Jerry Schmidt, * Leon Jarema and *Rod Cortright
Absent: *Bud Chipman, Brian Harrington, Oral Sutliff, Ed Hennessy, *Larry Trumble and *Jim Kozlowski

**Ex Officio Members*

Citizens: Randy Collier, MDOT Office of Aeronautics, Mike Borta, Qoe Consulting, and Ron Ludgin

Staff: Airport Manager/City Manager, Michael Cain and Public Works Superintendent Andy Kovolski

EXCUSED ABSENCES

None

ADJOURNMENT

Due to the lack of a Quorum present, the meeting was adjourned by Chair Schmidt at 1:35 p.m.

Richard L. Bouters-Secretary _____



City of Boyne City

MEMO

Date: June 10, 2016

To: Mayor Neidhamer and the Boyne City City Commission

From: Michael Cain, City Manager/Airport Manager *Mc*

Subject: Airport Pavement Marking Contract

The pavement marking on the runway and taxiway at the airport are in need of repainting. It has been several years since it was last done and is a very high priority with Airport Board.

We have obtained pricing from the City's low bidder for road pavement marking and MDOT's Aeronautics Division which has a program to help airports with such marking programs. The cost from our contractor, PK, was estimated to be \$11,025. The estimated cost to us using MDOT's program is \$3,000. Attached please find the associated MDOT paperwork. The total cost is estimated to be \$6,000 but MDOT will pick up half the cost. These figures are shown in Exhibit 1 just past page 8.

Sufficient funds have been budgeted for this project using MDOT's program. The work would be done this year but exact dates have not yet been established.

RECOMMENDATION: That the City Commission approve the contracts for Airport pavement markings at the City's estimated cost of \$3,000 and authorize the City Manager/Airport Manager to execute the necessary paperwork.

Options:

- a) Postpone this matter for further information or consideration.
- b) Decide not to pursue this matter at this time.
- c) Other options as determined by the City Commission.